

Alarm Employee FAQ

1. How long does the process take after I get fingerprinted?

The process usually takes a minimum of two weeks. However, it may take longer due to individual factors.

2. How can I check on the status of my license?

If it has been more than two weeks since the date of fingerprints you may call 302-739-5991 for an update.

3. What are the charges that would disqualify me from getting a license?

See the links below for Delcode and Rules and Regulations. The list of disqualifying charges can be found in [Title 24, Chapter 12, § 1205](#) Security alarm business employee, licensee, compliance agent requirements

4. What happens if I am denied my license?

A certified letter will be sent to the address on the individual's application. A copy of the denial will also be sent to the agency listed on the application. The letter will give you instructions for your next steps.

5. If I am renewing my license how early do I need to re-apply?

We recommend starting the process at least two months before your expiration date.

6. If I am renewing my license how early do I need to re-apply?

You must notify the Professional Licensing Section within 5 business days, excluding weekends and holidays. Failure to report may result in the suspension or revocation of a license.

7. Am I allowed to work if my license is expired?

No, you must have a valid alarm employee license on your person while performing duties.

8. If I have a license in another state am I able to work in Delaware?

No, you must have a valid alarm employee license on your person while performing duties.

9. If I am no longer working with the agency listed on my license, but I switched to another agency, what do I do?

You must come into one of our two locations and fill out the provided form. The fee is \$10.00 and you will receive your license with the new agency at that time.

10. What if my license is lost or stolen?

You must come into one of our two locations and fill out the provided form. The fee is \$10.00 and you will receive your replacement license at that time.

11. What if my address, phone number or email address changes?

You must notify the Professional Licensing Section within 14 days.

13. How can I contact the Professional License Section?

Email Address: DSP_SBIDETECTIVELICENSINGMAIL@STATE.DE.US.

Phone number: (302) 739-5991

Fax number: (302) 739-5888

Mailing Address:

Professional Licensing Section

P.O. Box 430

Dover, DE 19903